

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: Southside  
 Period: Dec-02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(5)Request contract from Verizon for CPE	Amelia			1	Contacted Tom Griffith
(7)Review&update wireless Trunkline/MSAG data	Amelia			2.5	Updated MSAG ledger sent
(7)Requested updated tower location info from PSAP	Amelia			0.25	Contacted Sgt. Almarode
(9)Reviewed software issues ref TIU w/Sgt.Almarode	Amelia			1.75	Problems w/equip
(4)Review funding percentage for FY2003	Brunswick			1.25	Calls still running 24%+ for year
(8)Contact WSP ref tower locations info	Brunswick			2	
(9)On-site mtg. To coordinate CPE installation	Brunswick			1.75	Shirely Broadnax/Leslie Weddington
(7)Coordinate with all stakeholders on CPE install	Brunswick			3	PSAP/Verizon
(10)Reviewed legal action	Brunswick			4	Telepage filing suit
(14)Coorespondence w/PSAP ref install staus	Brunswick			2.25	Issues w/Verizon schedule discussed
(8)Contacted WSP ref. Tower locations/Testing	Charlotte			1.75	Mark Lonstaff handling test schedule
(10)Mtg. W/Lisa Meyers ref. PSAP status	Charlotte			1	Reviewed cut-over status
(14)Reviewed WSP cut-over status	Charlotte			1	M.Longstaff to provide further info
(1)Moving CPE equipment to new location	Cumberland			1	Current room water damaged
(5)Researched service agreements	Cumberland			4	No current agreements for anything
(5)Draft service agreement for backup PSAP	Cumberland			1	Plan to use Farmville as Backup
(8)Contacted WSP ref. Tower locations info	Cumberland			2.5	Requests being reviewed
(10)Prep for &Mtg. W/Paula Ellison ref PSAP status	Cumberland			2	TDS vendor requested mtg.
(1)Address additional CPE position upgrades	Farmville			2	New facility w/additional positions
(5)Reviewed drafts for Service Agreements	Farmville			1	Need new agreements
(10)Mtg. W/Jerry Spates Town Mgr.	Farmville			1	Reviewed current status/new building
(7)Prepare action plan to use	Halifax			3	Will present to Bober 01/03
(10)Reviewed current status w/ Allen Bober	Halifax			1	Rural development grant not accepted
(7)Review tower routings	Lunenburg			1.5	Will need to be addressed w/Region
(7)Revise cut-over procedures w/WSP/LEC	Lunenburg			3.5	New procedures to avoid future delays
(7)Contacted Emmy Isabell (Sprint)	Lunenburg			1	Work through scheduling problem
(14)Reviewed delays w/stakeholders on cut-over	Lunenburg			6.5	Router issues resolved/date set
(4)Reviewed request for Recorder	Mecklenburg			1	Shared cost for upgrade
(7)Contacted PSAP reference tower info	Mecklenburg			1.5	All tower locations identified

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Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Telepage legal action (Brunswick)	Contact County Attorney & work thru delays	Awaitiing follow-up w/Countyn Attorney
Halifax's Rural Development Loan	Set mtg. W/all parties to approve action plan	Loan was not accepted by County
Routing Issues for Lunenburg/Farmville/Nottoway	Contacted Emmy Isabell	Sprint update 01/03
Upgrade from Liberty system for Nottoway	Mtg. W/Board to propose upgrade	Liberty system support ends